

THE MESSENGER

July/August

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WHEW! The Prince George's Chapter has really been busy these past few months. Let me try to bring you up to speed -- beginning with the preparation and successful outcome of the 50th Annual Meeting & Education forum of the Delaware-Maryland-District of Columbia Division.

During this meeting the new 2004-2005 division officers were installed, awards were presented and fun was had by all. See page 10 for a complete listing of all of the 2004-2005 International, Division and Chapter officers).

This meeting could not have been a success without the leadership of coordinator Sandy Ratke CAP and co-coordinator Doreen Dixon CPS, and all of the committee leaders who really worked hard in putting this conference together. *Outstanding job ladies*. The meeting took place from May 13-15 at the Comfort Inn Conference Center in Bowie, Maryland.

Participants attended workshops such as *Reflecting & Acting on the Challenges of your Personal Career & Personal Life*, given by Dr. Jeanne Steffes of the University of Maryland, who also stepped in at the last minute to be the luncheon speaker due to the illness of Dr. Marsha Guenzler-Stevens. *Way to go, Dr. Steffes!* After lunch we participated in a fun workshop given by Janet Anderson, also of the University of Maryland. This workshop was entitled *Games Frames: Teambuilding Skills for the Administrative Professional*. This consisted of various games like wheel of fortune and puzzles to name a few. There were some great team building exercises; during this session we took an "aerobics" break, where we did a little stepping, a little dancing and a lot of laughing. This was a really good activity.

The meeting also consisted of various fundraisers, Office Expo, Membership Recognition Luncheon, and a fabulous variety show where division and chapter members displayed their talents. Let's see; there was a Hawaiian dance, performed by division; the Capital Chapter's rendition of the Jackson 5's "I Want You Back"; a great magician; a belly dance, performed by Nancy Flood, President of the Tri-County Chapter; and a host of other great performances. I can't forget our Mistress of Ceremonies, Mrs. Sadie Briscoe (my Mommy☺) who did a great job. The final banquet was absolutely fabulous. Carol-Lynn "Mo" Turner did a great job in putting this

event together. From the decorations, food, table gifts - beautiful flute glasses--the band, everything was just grand. *Great Job Mo!* Prince George's Chapter really outdid themselves with this one! *Way to go everyone!* Turn the page to see what you missed!

A GOOD TIME WAS HAD BY ALL...



HAPPY 50TH DE-MD-DC DIVISION

A MESSAGE FROM THE PRESIDENT

The Prince George's Chapter installed its 2004-2005 Chapter Officers on Wednesday, August 18 at the Sir Walter Raleigh's Inn Restaurant in Greenbelt, Maryland. I would like to thank one of our new members, Jasmine Jackson, for all her work organizing this event, even though a scheduling conflict prevented her from attending. Before installation, which was presided over by our very own Division President, Mary Lee Seaman CPS, a special ceremony for our new members was held where the name of each new member was called and each lit a candle, received a flower and stated their commitment to the Chapter.

Nancy Compton, President, then presented members with tokens of her appreciation and delivered her inaugural speech. Excerpts from her speech are below:

Tonight I want to challenge you to get out of your "comfort zone". You've probably heard of this but in case you need to be reminded about it the comfort zone is a place where people are so accustomed to their situation, surroundings, and skills that any change—even one for the better—is resisted. The comfort zone is full of people who refuse to invest time and energy in personal improvement and so are passed by others who make personal improvement a priority. Our fellow IAAP chapter members will be looking up to their newly elected chapter officers to lead the way. In turn, our officers will be depending on the chapter members to get involved and take on an active role in promoting IAAP. All of us must make the very best use managing our time, work and self.

Throughout the year I will be emphasizing my theme for this year, which is "Energize your Zone."

I look forward to a great new year working together and achieving our goals for the year. Our "fired up to reach new heights team" will become the recognized professional group that has indeed achieved its goals and promoted a true life of learning.

IAAP MISSION ACCOMPLISHED!



The IAAP Mission Possible Team finally completed its mission at the Marriott Wardman Park Hotel during the 2004 International Convention and Education Forum held in Washington, DC. Tia, Cindy, the Host Committee and all of the volunteers from Delaware-Maryland-District of Columbia, hosted one of the best conventions ever for over 2,100 attendees.

This spectacular event began with the opening ceremony of the presentation of the Color Guards. Next there was the display of all of the flags from countries represented in IAAP. Past Division President,

Ethelyn DeStefano, performed an inspiring dance to the song "*You Are the Wind beneath My Wings*". Attendees participated in a variety of educational sessions with keynote speakers, including Marian Madonia and master storyteller and inspirational speaker, Isaiah "Ike" McKinnon. During the OFFICE EXPO we discovered the latest office products and services, programs, publications and softwares. (Continue on next page)

2004 HOST COMMITTEE

Other highlights of the convention include:

- ◆ Sunday's Evening of Welcome included entertainment and was an opportunity to meet and speak with the IAAP International candidates. The evening also featured some leaders of the past, such as President Lincoln, Benjamin Franklin and even the Statue of Liberty even showed up!
- ◆ At Tuesday's Evening of Entertainment, attendees were treated to a musical production from World Beat that featured singers and dancers performing music from Elton John, Ricky Martin and Grath Brooks, just to name a few.
- ◆ The Wednesday night closing ceremony consisted of an elegant dinner and presentations of all award winners. Jo A. Peay, 2004-2005 International President, took her office and delivered her president's address.



Her speech included such ideas as increasing awareness of IAAP in the business world; building mutually beneficial partnerships with other businesses and organizations; and effectively communicating the value of being actively involved in a professional association. President Peay revealed the 2004-2005 International theme "*Innovation Advances Administrative Professionals*".



Notice how cleverly she used the letters "IAAP". For a complete copy of her speech go to the www.iaap-hq.org.

All in all, it was a great convention and wonderful learning experience and we look forward to next year's convention to be held in Denver, Colorado! Please check the *IAAP Events and Conferences* section of the IAAP website for more information.



One of most rewarding things about attending an IAAP international convention: Networking and building friendships with members from around the world!



These lovely ladies will greet attendees at the 60th annual IAAP International Convention and Education Forum in Denver, Colorado, July 17-20, 2005.

MEET THE MEMBERS

This section will be something different for the newsletter or maybe not. This section will be dedicated to our Chapter members. *The Messenger* will feature one or two Chapter members in each issue.

Say hello to James Clay, III, He is one of our newest members – read on.



James H. Clay, III
USO World Headquarters

James is a member of the Executive Department of the United Service Organizations (USO) World Headquarters in Arlington, VA. As the Receptionist, he performs a wide range of administrative duties including answering incoming calls, greeting visitors, scheduling meetings and managing large-scale mailings. The USO is a congressionally chartered, nonprofit organization whose mission is to provide morale boosting programs and services to uniformed military personnel and their families.

James takes pride in his position at the USO and is very thankful for the opportunity to work for such a meaningful organization. Prior to joining the USO, James worked in an administrative capacity for more than 15 years.

A native of Washington, DC and a graduate of H.D. Woodson High School, James was very active in school and serious about his studies. While at Woodson, James was involved in the Naval Junior Reserve Officers Training Corps (NJROTC) and served as the Commanding Officer in his senior year. He also participated in the Distributive Education Club of America (DECA).

Currently, James is enrolled at Strayer University in Arlington, VA pursuing an Undergraduate Certificate in Office Information Technology. In addition, he is working towards obtaining both the Microsoft Office Specialist (MOS) and Certified Administrative Professional (CAP) credentials.

James joined the International Association of Administrative Professionals (IAAP) in July, and was inducted into the Prince George's Chapter on August 18, 2004.

James currently resides in Landover, Maryland with his wife Regina and son Aaron. He is a member of the Sanctuary at Kingdom Square (Rev. Anthony G. Maclin, Senior Pastor) and is a firm believer that a good balance of church, family and profession are key ingredients to happiness and success.



Written By Sharon Fletcher

A LITTLE SOMETHING

Attending a wedding for the first time, a little girl whispered to her mother, "Why is the bride dressed in white?"

"Because white is the color of happiness, and today is the happiest day of her life."

The child thought about this for a moment, then said, "So why is the groom wearing black?"



MEMBERS IN BUSINESS

This section will be dedicated to members with side businesses. If you have a business you would like to promote, please send the information to me at cmurphy@aicpa.org or feel free to call me at 202-434-9265. Our first business promotion is from Sandy Ratke CAP and "Weekenders".



SANDY RATKE CAP WEEKENDERS – FOR THE LIFE YOU LOVE

Hi! My name's Sandy Ratke CPS/CAP and I've been a member of the Prince George's Chapter since 1998. I've been an Independent Coordinator with Weekenders since it was introduced to me as a fundraiser for the chapter in May 2000. My Weekenders business provides me with extra income, free clothes and is a wonderful way to put a shine on ladies!

In a few words, Weekenders is a clothing concept of mixing and matching that will give you the most bang for your clothing buck. Weekenders has two seasonal clothing changes a year – September (Fall) and February (Spring). With each new season, Weekenders updates their styles and colors to give you the vibrancy you're searching for in your wardrobe. Visit the web site at www.weekendersusa.com to see the new colors, styles and fabrics to make you shine for the Fall Season 2004!

At the Fall Conference held in early August in Nashville, TN, Weekenders kicked off its new

concept of **Weekenders – For The Life You Love**, a concept of taking care of the whole individual. They are introducing "skin food" and "food for you". Skin Food is a skin care regimen that is derived from nutrient rich natural materials. "Provide" is a nutritional supplement that has a glyceymic index of 28 making this a wonderful supplement to anyone's diet. Both product lines have been in development for over 12 years. I'm very excited about the new products available and will be receiving my samples in early to late September. I'll be trying both and will pass on the changes it makes in my life. Also available this season is matching microfibre tights and trouser socks to match the fall season colors. These too will be available after September 1st.

These three types of products will also be available to you from the Weekenders website at www.weekendersusa.com after December 1st. Before then you can purchase them from me directly. After December 1st, you'll be able to order online by entering my coordinator number and placing your order. The items will be shipped direct to you. Weekenders will soon be introducing an exercise line, sleepwear and additional items on their "online shopping mall"! I sure you'll enjoy the new way to shop. So while these new items will be available starting September 1st through me, and after December 1st via the web, Weekenders will always bring the high quality clothing you've grown to love.

If you haven't tried Weekenders on, give me a call and we'll set you up to see what lovely, affordable clothes they are. Visit my website at www.weekendersusa.com/sandy and enter your information asking me to contact you. It's my pleasure and privilege to share **Weekenders – For The Life You Love!**

Directory Updates

Please continue to send all updated information to Mary D. Gibson at mdgibson50@aol.com



TECHNICAL KNOW HOW (SUBMITTED BY JANE BEADLING)

OUTLOOK TIP: Want to view appointments for non-adjacent days in a single Calendar view?

Outlook Calendar shows your appointments for the current day by default. Outlook has a feature that allows you to view appointments for multiple non-adjacent days.

Here's how:

- From within your **Outlook Calendar**, hold down the **Ctrl** key and select a day later on in the week.

A full range between the two dates lets you see your schedule.

EXCEL TIP: Navigate through a long spreadsheet quickly.

When you have long Excel spreadsheets, navigating can sometimes be a challenge. Here are a few shortcuts for finding what you need in those long spreadsheets:

- Last occupied cell in a column: **Ctrl + (down arrow)**.
- First occupied cell in a column: **Ctrl + (up arrow)**.
- Last occupied cell in a row: **Ctrl + (right arrow)**.
- First occupied cell in a row: **Ctrl + (left arrow)**.

OUTLOOK TIP: Keeping up with emails that need further attention.

If you have a habit of reading emails so that they are no longer marked unread, then it may be beneficial to flag the email for follow up:

1. Right click on the message and select **Flag for Follow Up**.
2. Set a due date to be notified. If you don't set a due date, you can still order your emails by flag status.
3. When an email no longer needs to be flagged, you can right click and choose **Clear Flag** (or **Flag Complete**, if you still need a record of the flag.)

CARIBBEAN ESCAPE...

Sad because summer is over? Dreading the cold weather and winter snow? Already planning next year's vacation? Well, look no further.

Come and join the Adventist Singles Adult Ministries Chesapeake Chapter on a **cruise to the Western Caribbean**. Climb aboard the Carnival Fascination for 5 days and 4 nights.

When: April 25-29, 2005

Contact:

Annabelle Randall
(301) 680-6298 or
randalla@gc.adventist.org

Price Includes: Round-trip transfers from the airport to the ship; all meals; cabin service; entertainment nightly; casino; use of the ship's facilities; gratuities; and much more.

Cabin Cost

Interior:	\$395 pp double
	\$385 pp triple
	\$380 pp quad
Oceanview:	\$435 pp double
	\$420 pp triple
	\$415 pp quad

Reservations:

A deposit of \$100 per person (\$50 non-refundable) is due **IMMEDIATELY TO HOLD YOUR CABIN**. A second payment of \$175 is due November 27, 2004. Final payment is due January 24, 2005. Make checks payable to **Liberty Travel**. Payments may be made at any time prior to final payment date. Reservations not paid in full by the final payment are subject to cancellation.



A BIT OF CHAPTER NEWS

CONGRATULATIONS TO

Sharon Dawes CPS/CAP, Vice President of Prince George's Chapter received her CAP certification after sitting for the exam in May.

Sharon said "it was a miracle and I'm really proud of my achievement. I would also encourage members to get their certification"

YOU GO GIRL!



UPCOMING CHAPTER EVENTS

- September 14th Educational Program
- October 12th IMPACT Meeting
- November 14th RTF Presentation
- December (TBD) Holiday Party

Watch your emails for more information on these programs.



REMEMBER THIS.....

A sharp tongue is the only edge tool that grows keener with constant use.

Washington Irving

Happy Birthday



The following chapter members celebrated birthdays in July and August

Sharon Dawes CPS/CAP	Jul. 2
Nancy Compton CPS	Jul. 7
Deborah Leigh	Jul. 7
Mary D. Gibson	Jul. 15
Crystal D. Murphy	Aug. 8
Mireya Fiallos	Aug. 9
Isabelle Ejangué	Aug. 13
Carol-Lynn "Mo" Turner	Aug. 16

HAPPY BIRTHDAY LADIES



CERTIFICATION STUDY GROUP

If you are interested in being a part of the P.G. chapter study group, please contact **Carolyn Lewis** or **Sharon Dawes CPS/CAP** ASAP. She needs to know how many are interested so we can make the necessary arrangements. The study group has resource materials to assist with your preparation. Their contact information is listed below:

Carolyn R. Lewis
301-474-5155 or clewis@umd.edu

Sharon Y. Dawes CPS/CAP
301-314-3486 or sdawes@umd.edu



DIVISION & CHAPTER HAPPENINGS

DE-MD-DC DIVISION EDUCATION FORUM FALL EDUCATIONAL CONFERENCE

WHEN: Saturday, October 9, 2004

WHERE: Johns Hopkins University Applied Physics Lab
11100 Johns Hopkins Road, Laurel, MD

CONTACT: Roberta Miller CAP
302-432-0727
rmillercap@comcast.net or roberta.miller@mbna.com

For complete agenda information, visit Division's website at www.demddc-iaap.org

Co-Sponsored by:
DE-MD-DC Division & Black-Eyed Susan Chapter & Office Team



HAGER CHAPTER EDUCATION & CERTIFICATION PROGRAM

Lynn Wilkins, DE-MD-DC Division Education & Certification Chair, will provide an overview of the changes that have taken place in the certification program.

WHEN: Tuesday, September 14, 2004

WHERE: Richardson's Restaurant
710 Dual Highway
Hagerstown, MD
(301) 733-3660

For more information, please contact Barbara Owens at 301-228-7557 or email: Bowens@bechtel.com

**To do the same thing expecting a
different result is insanity.**

Author Unknown

MEET THE BOARD

2004-2005 INTERNATIONAL BOARD OF DIRECTORS



(from left) Southwest District Director Patti S. Speer, Southeast District Director Tia Theriaque CAP, Northwest District Director Lynda B. Boulay CPS/CAP, Northeast District Director Linda Lorden CPS, Great Lakes District Director Mary A. Ramsay-Drow CPS/CAP, President Jo A. Peay, President-Elect Kay E. Enlow CPS/CAP, Vice President Sandra P. Chandler CPS, Secretary Marcia O'Hearn CPS/CAP, Treasurer Judy McCoy CPS/CAP, Affiliate Representative Ava Lee CPS, Canada District Director Barb Horton CAP.

2004-2005 DE-MD-DC DIVISION BOARD OF DIRECTORS

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**PRINCE GEORGE'S
CHAPTER**

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“Energize Your Zone”

Prince George's Chapter is a member of the DE-MD-DC Division of the International Association of Administrative Professionals (IAAP®).

The Chapter was chartered in 1980.

Our meetings are held every second Tuesday of each month (September-June) at 6:00 p.m.

For more information about our Chapter you may visit our Division website at www.demddc-iaap.org

PRINCE GEORGE'S CHAPTER STANDING COMMITTEES

ADMINISTRATIVE PROFESSIONALS WEEK

Chair Position Open

BYLAWS & STANDING RULES

Sandy Ratke CAP
301-405-2993
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MEMBERSHIP & NEWSLETTER

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